

West Virginia National Guard

TECHNICIAN VACANCY ANNOUNCEMENT



This announcement must be posted on unit boards until the day following the closing date.



Announcement Number: MT 11-180 *CORRECTION*		POSITION TITLE, NUMBER, GRADE & SALARY RANGE: Security Specialist PD # D1277000 SEQ # 542122 GS-0080-11/09 GS-11 \$57,408-\$74,628 GS-09 \$47,448-\$61,678 LOCATION OF POSITION: G3, WVARNG, Charleston, WV **Pending availability of resources**	
Opening Date: 2 February 2012 Closing Date: 28 February 2012		APPLICATIONS MUST BE RECEIVED BY THE HRO BY CLOSING DATE To obtain forms online go to: http://www.wv.ngb.army.mil/jobs/ All Personnel applying for this position that do not meet the minimum military grade requirement must provide proper documentation from your Military Personnel Office to show that you are eligible to obtain the required grade upon accepting the position. The proper documentation MUST be submitted WITH your application.	
Type of Appointment: <input checked="" type="checkbox"/> Excepted (Dual Status) <input checked="" type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Enlisted <input type="checkbox"/> Competitive (Non Dual Status) <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Indefinite (may become permanent) <input type="checkbox"/> Temporary			
Compatibility: <input checked="" type="checkbox"/> Officer – 35, 34A <input type="checkbox"/> Warrant Officer – <input type="checkbox"/> Enlisted –			
Area(s) of Consideration <input checked="" type="checkbox"/> Area one: current on-board full-time support personnel assigned to the G3 section. <input type="checkbox"/> Area two: all members of the West Virginia National Guard. <input type="checkbox"/> Area three: all members of the National Guard nationwide and others when eligible for membership in the WVNG.		Military Grade Placement Factor: Minimum: O-1 Maximum: O-4 <i>Grade Inversion is prohibited</i>	
COMPATIBILITY: <input checked="" type="checkbox"/> Officer – 35, 34A <input type="checkbox"/> Warrant Officer – <input type="checkbox"/> Enlisted –		Bargaining Unit Status: <input checked="" type="checkbox"/> Bargaining Unit <input type="checkbox"/> Non-Bargaining Unit	
NATIONAL GUARD MEMBERSHIP STATUS Employment in an excepted service position requires concurrent military assignment to a compatible military position in the West Virginia National Guard in one of the above occupational specialty (MOS) codes or Air Force specialty codes (AFSC). Assignment to a compatible military position is not required for application but will be required if selected for appointment.			
CONDITIONS OF EMPLOYMENT Individual selected for this position will be required to sign up for direct deposit/electronic fund transfer upon appointment. Males born after December 31 1959 must be registered with the Selective Service Systems to be employed by the Federal Government. Military membership in the appropriate service, wearing of the uniform appropriate to the service, and federally recognized grade are requirements for appointment in the excepted service. As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one (1) year trial period. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 U.S.C. 709 (f). Military technicians are ineligible for military enlistment, retention, and student loan repayment bonuses, accepting a technician position may terminate these military incentives. Contact Incentive Specialist for current policy. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. §§ 4301 – 4335) prohibits discrimination because of past, current, or future military obligations in hiring, promotion, reemployment, termination and benefits.			
<input checked="" type="checkbox"/> Developmental Position - If appointment is made below the target grade or if the position is in a certain professional occupational series, the supervisor will establish an Individual Development Plan (IDP). If you have questions please contact the Human Resource Development Specialist at 304-561-6433.			
Baseline Physical: <input type="checkbox"/> Is required within 30 days of employment per OSHA and NGB.		Current Drivers License Required: <input type="checkbox"/> Must have a valid state driver's license.	
Security Clearance: <input checked="" type="checkbox"/> Must possess or be eligible to obtain the <u>appropriate</u> security clearance for the position.			
Permanent Change of Station: <input checked="" type="checkbox"/> PCS funds are not available <input type="checkbox"/> PCS funds may be authorized if payment is deemed to be in the best interest of the West Virginia National Guard		Hiring Incentives: <input type="checkbox"/> Relocation Incentive (may be available) <input type="checkbox"/> Recruitment Incentive (may be available)	
For instructions on how to apply, see the last page of this job announcement.			

DUTIES AND RESPONSIBILITIES

Initiates and implements policies and procedures required to manage sensitive compartmented information (SCI) programs and to protect SCI resources. Acts as resident expert on all SCI security matters. Functions as the technical authority in all other areas of classified security and classification guidance. Duties require incumbent to maintain currency on a variety of different security program interrelationships, requirements, regulations and guidance in order to apply this knowledge to protect SCI facilities and materials from espionage, sabotage, and destruction. Establishes policies and procedures for accomplishment of SCI protection and security. Develops goals and objectives that integrate organizational missions and security requirements. Researches, interprets, analyzes and applies Presidential Executive Orders, Director Central Intelligence Directives (DCIDs), Defense Intelligence Agency Manuals, DoD Manuals, Army / Air Force Manuals, Army Regulations / Air Force Instructions, and local Operating Instructions. Serves as the SCI Control Officer responsible for establishing, managing, and controlling all collateral and SCI classified information and material within the Sensitive Compartmented Information Facilities (SCIFs) affecting the Unit's mission. Ensures SCIFs comply with all applicable construction and physical requirements, standards, and regulations as delineated by higher headquarters. Works directly for the intelligence unit commander/Senior Intelligence Officer (SIO), reporting on the administration of the Special Security Office and SCI-associated security programs. Determines the need for, development of, and maintenance of current Memorandums of Agreement with organizations to ensure adherence to security standards. Serves as the principal advisor to the intelligence unit commander/SIO on SCI, physical, computer, information, personnel, and administrative security. Recommends or makes changes in unit security policy and directives, based on personal analysis of very general policy directives and objectives. Affects waivers to established guides to meet command operational requirements. Manages and directs the activities and personnel of the unit Special Security Office. Plans and supervises work accomplished by assigned subordinates. Sets and adjusts short-term priorities and prepares schedules based on organization priorities and missions. Accepts, amends, or rejects work presented by subordinates. Appoints Local SCI courier officials that have a requirement to courier SCI on base and coordinates with the Defense Courier Service (DCS). Administers the SCI security clearance program for all assigned personnel, ensuring all required clearances are up-to-date and completed. Tracks and administers SCI clearances for all in-processing personnel to ensure mission readiness. Terminates or transfers SCI clearances for out-processing personnel. Provides SSO services for other units located within the same geographic area. Incumbent meets with key customers to assess customer satisfaction and resolve problems that arise. Ensures that subordinates provide customer guidance and training. Provides oversight of unit and SSO security self-inspections and presents detailed and comprehensive reports with corrective action taken to the unit intelligence commander/SIO. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures to improve their quality, timeliness, and efficiency. Represents the intelligence unit to a variety of installation and functional areas, including national-level organizations. Incumbent interfaces directly with DoD, Defense Intelligence Agency, National Security Agency, Defense Intelligence Agency, US Army, US Air Force, Air Intelligence Agency, major commands, combatant commands, and other national-level agencies to evaluate, guide, and adjust unit programs to meet changing security needs and requirements as personally assessed or as directed. Performs other duties as assigned.

For instructions on how to apply, see the last page of this job announcement.

MINIMUM QUALIFICATION REQUIREMENTS

Minimum Requirements: Experience, education or training that has provided analytical, decision making, or administrative skills which demonstrates the candidate's ability to accomplish the work of an organization. This experience must demonstrate the ability to work cooperatively and successfully with others.

GS-11

Specialized Experience: Must have at least **36 months** experience, education, or training in planning, directing, coordinating, and controlling base and law enforcement activities. Experience developing, planning and conducting training for regular and auxiliary force in all facets of security and law enforcement. Experience establishing standards related to security/law enforcement and enforcing standards. Experience determining personnel requirements for resources protection and law enforcement function. **When explaining duties and responsibilities, you must give examples. Do not copy the General and Specialized Experience or the duties and responsibilities from the job announcement. Write it up in your own words giving examples.**

GS-09

Specialized Experience: Must have at least **24 months** experience, education, or training in planning, directing, coordinating, and controlling base and law enforcement activities. Experience providing training in areas related to this position. Experience analyzing reports of investigations and maintaining security records. **When explaining duties and responsibilities, you must give examples. Do not copy the General and Specialized Experience or the duties and responsibilities from the job announcement. Write it up in your own words giving examples.**

OTHER REQUIREMENTS:

Applicant must possess the appropriate ASVAB scores and must meet all medical requirements to be eligible for this position.

Must be able to report to work within 60 days, unless deployed or unless prior arrangements have been coordinated and approved by management.

If a mandatory course is required for this position, the incumbent will attend the course(s) within one year.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

Applicant should prepare separate statements addressing each KSA listed below. Include name and announcement number on each sheet. Explain any military and/or civilian experience which supports each KSA.

1. Knowledge of a wide range of security concepts, principles, and practices to review, independently analyze, and resolve difficult and complex security problems.
2. Ability to develop guidance for applying security policy, procedures, techniques, equipment, and methods to a variety of work situations and various levels or degrees of security controls.
3. Knowledge of a broad range of security program relationships, and expertise in information, personnel, and physical security to effectively implement, integrate and administer applicable security programs and/or coordinate with other specialized security programs.
4. Knowledge of security classification methods, concepts, and eligibility for access to classified or sensitive information to review plans for proposed or new projects, organizations, and/or missions to assure the presence of adequate planning for information security and other controls.

For instructions on how to apply, see the last page of this job announcement.

HOW TO APPLY

The following shall be in accordance with WV HRO 300-1. Anyone interested in applying for this position should submit a completed WV HRO Form 300, "Application For WVNG Technician Employment" with attachments, and submit the package in one of the following ways: 1. E-mail your application to ngwvhrostaffing@ng.army.mil. E-mailed applications must be received no later than midnight on the closing date noted above. 2. Mail your application to the Human Resource Office, ATTN: HRO-Staffing Section, 1703 Coonskin Drive, Charleston, WV 25311-1085; **ALL applications must be in the possession of the Human Resource Office ON or BEFORE the closing date noted above; Applications received after the closing date will not be considered.** 3. Hand delivered to the Human Resource Office no later than close of business on the closing date noted above.

Carefully read and comply with all instructions contained on the required forms.

1. Applications must be signed either by hand or electronically. Applications that are not signed will not be considered for certification unless extenuating circumstances are involved, at which time the HRO will make the determination.
2. To ensure proper delivery of your application, make sure to include the MT # (i.e. MT 10-018FH) and title of the job you are applying for in the subject line of your e-mail. In addition, also include the statement "application attached" in the body of the e-mail. If you do not receive an e-mail reply back from HRO, we **did not** receive your application. In this case please contact HRO for further assistance.
3. Individuals will be qualified on the general and specialized experience; requirements may be met by submitting the following form(s):
 - WV HRO Form 300 Application for WVNG Technician Employment. **It is critical that you list beginning and ending dates (mm/yy) of your experience.**
 - Response to Knowledge, Skills and Abilities (KSAs) – The KSAs will be used to make quality distinctions between those applicants that meet the general and specialized experience requirements. Indicate possession of KSAs by addressing each KSA on a separate sheet other than your application. Failure to provide sufficient information relating to KSAs may result in your application not ranking among the most qualified applicants.
4. Optional Form(s):
 - OF 306 Declaration of Federal Employment
 - SF 181 Ethnicity and Race Identification
5. College / Vocational school transcripts **MUST** be submitted for professional positions or when substituting education for experience. (Copies are acceptable – no need for certified or raised seal copies)
6. Applications will not be returned. Please make a copy prior to submitting it to HRO.
Give examples when explaining duties and responsibilities; do not copy the General and Specialized Experience from the duties and responsibilities on the job announcement. Write your application in your own words and give examples. DO NOT submit your application in binders, folders or notebooks. Applications that have been mailed in a U.S. Government envelope will not be accepted.

Complete and accurate data is essential to ensure evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete. Only the experience shown on the application, and qualifications provided can be used to evaluate your qualifications for this position. A false statement on any part of your application may be grounds for not hiring you, or termination after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, title 18, section 1001).

TO OBTAIN FORMS ONLINE GO TO: <http://www.wv.ngb.army.mil/jobs/>

SUBMIT YOUR APPLICATIONS TO:
Human Resources Office
ATTN: HRO-Staffing Section
1703 Coonskin Dr
Charleston, WV 25311 or
Email from .mil or .gov to
ngwvhrostaffing@ng.army.mil

For additional information:
HRO STAFFING SECTION
Phone (304) 561-6426
DSN 623-6426
ngwvhrostaffing@ng.army.mil